

EXTRA TRANSITION

eVA's *NEW* Platform

BUYER & SUPPLIER HELP



It's almost time for eVA's new platform to GO LIVE! As with any change, you may need assistance and we're here to help!

If you need assistance on or after Nov.1, please follow the support guidance you have received from your entity's purchasing office. If you experience any technical issues on or after Nov. 1, submit your issues and questions [here](#). We will respond to your request as quickly as possible. Click [here](#) for more information on how the eVA team is here to help during the transition.



Remember, your user ID and password stays the same and you will use it (or single sign on) to access your buyer account Nov. 1.

Note, you'll also be asked to accept the general terms of use the first time you log in to your buyer account Nov. 1 or after.



Did you know...if you need to return an item in the new platform (damaged goods, etc)...once the return is processed by the receiver, the buyer will need to create a change order **in order for the supplier to be notified about the return/change**. Here's a tip: the receiver can use the platform's message feature to notify the buyer!

Changes to Punchout Catalogs in the New Platform

General Functionality

If a user is viewing items in the supplier's punchout catalog site and does not need to send items back to a Requisition, they can return to the Requisition or Search Products page by clicking back on their browser.

Change Orders

Change orders for punchout catalog items will take place on the Order. This would include changing quantity (increase or decrease) and/or deleting items. Users will **NOT** return to the punchout to update an order.



Contract Numbers for Punchout Catalog Items

After go-live, the eVA team will be working with suppliers to update their punchouts to pass back the new contract number. While suppliers update their punchouts, users should record the contract number in the External Contract Number field for the line items.



Attention Integration Entities

DO NOT click the change order button until the order has successfully completed integration with your ERP system.

Visit the [eVA Transition Newsroom](#) for the latest on eVA's move to a NEW platform.



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